



**Policy:** 4010  
**Procedure:** 4010.02  
**Chapter:** Classification and Case Management  
**Rule:** Juvenile Assessment

**Effective:** 10/12/07  
**Replaces:** 4010.01/4013  
**Dated:** 05/15/98

### **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) Reception, Assessment, and Classification (RAC) personnel shall ensure that all necessary screening and assessment activities are conducted on all juveniles committed to ADJC to ensure safety and meet juvenile treatment needs. The Strategies for Juvenile Supervision (SJS) Assessment shall be designed to provide a straight forward strategy on how to best work with each juvenile individually.

### **Rules:**

1. The **RECEPTION, ASSESSMENT, AND CLASSIFICATION (RAC) COORDINATOR AND RAC PSYCHOLOGIST** shall oversee the assessment process and ensure all required assessments are completed in accordance with juvenile needs.
2. **YOUTH PROGRAM OFFICER III (YPO III) CASEWORKER** shall complete and enter a comprehensive offense history into Windows Youthbase that includes all offenses from initial commitment, re-commitment, re-award, and parole-violated juveniles. This information shall be entered completely and accurately within established timeframes to include information from other jurisdictions other than the committing county.
  - a. **Newly Committed and Re-Committed Juvenile:** The **RAC YPO III CASEWORKER** shall:
    - i. Enter the juvenile's offense history within four days of his/her arrival to Secure Care;
    - ii. Review the juvenile's court packet and Minute Entry and/or Order of Commitment to:
      - (1) Ensure completeness;
      - (2) Ensure the juvenile is committed to ADJC;
      - (3) Ensure the court date is the juvenile's commitment date, not the filing date of the Minute Entry;
      - (4) Note special circumstances in narrative relating to the commitment; and
      - (5) Note recent dispositions for re-committed juveniles.
    - iii. Review the juvenile's Juvenile On-Line Tracking System (JOLTS) report to ensure all offenses have dispositions:
      - (1) If there is no disposition, follow-up with the county of commitment and obtain disposition or information; and
      - (2) Obtain current JOLTS with updated disposition.
    - iv. Compare JOLTS with current Minute Entry and Order of Commitment:
      - (1) Enter complaint and petition date into Windows Youthbase;
      - (2) Enter complaint (referral) information to include:
        - (a) Complaint date;
        - (b) Referring county/agency;
        - (c) Judge;
        - (d) Disposition/Disposition date; and
        - (e) All counts and for each count include; offense, offense date, and DR#.
      - (3) Enter Petition information:
        - (a) Select which complaint the petition is connected to;
        - (b) County of petition;
        - (c) Petition date;
        - (d) Offense description;
        - (e) Finding/Finding date; and
        - (f) Disposition/Disposition date.

- b. **Institutional Re-awarded Juveniles:** The **ASSIGNED YPO III CASEWORKER** shall:
  - i. Update the juvenile's offense history within four days of receiving notification from the Juvenile Management Systems that a new Minute Entry has been entered into the Juvenile's Records/Monetary Tracking Document Notification, or receipt of a hard copy of a new Minute Entry;
  - ii. Review the juvenile's court packet, the Minute Entry, and/or Order of Commitment to:
    - (1) Ensure completeness;
    - (2) Ensure the juvenile is committed to ADJC;
    - (3) Ensure court date is the juvenile's commitment date and not the filing date of the Minute Entry;
    - (4) Note special circumstances in narrative relating to commitment;
    - (5) Add the new complaint/petition into Windows Youthbase, as necessary;
    - (6) Enter complaint (referral) information to include:
      - (a) Complaint date;
      - (b) Referring county/agency;
      - (c) Judge;
      - (d) Disposition/Disposition date;
      - (e) All counts and for each count to include; offense, offense date, and Law Enforcement Departmental Report (DR) number;
      - (f) Enter Petition information:
        - (i) Select which complaint petition is connected to;
        - (ii) County of petition;
        - (iii) Petition date;
        - (iv) Offense description;
        - (v) Finding/Finding date; and
        - (vi) Disposition/Disposition date.
- c. **Community Re-Awarded and Parole Violated Juveniles:** Upon returning to the office after the completion of the Conditional Liberty Revocation Hearing:
  - i. The **YOUTH HEARING OFFICER** shall:
    - (1) Add the new complaint/petition into Windows Youthbase, as necessary;
    - (2) Enter complaint (referral) information to include:
      - (a) Complaint date;
      - (b) Referring agency; and
      - (c) All counts and for each count; offense, offense date, and DR number.
    - (3) Enter Petition information to include:
      - (a) Selection of which complaint the petition corresponds with;
      - (b) County of petition;
      - (c) Petition date;
      - (d) Offense description; and
      - (e) Enter the Disposition of each complaint.
    - (4) Enter Length of Stay information into Windows Youthbase in accordance with the Legal Division Administrative memo #111-06 and in accordance with Procedure 4200.02 Criminogenic and Protective Factors Assessment (CAPFA).
  - ii. The **YPO III CASEWORKER** shall:
    - (1) Conduct an Interim Risk to Re-Offend Assessment on all juveniles that enter RAC and every 90 days, thereafter;
    - (2) Locate the Interim Risk to Re-Offend Assessment in the first domain of the CAPFA and capture Static Risk, Dynamic Risk, and Protective Factor levels present within our population of juveniles;
    - (3) Use the Interim Risk to Re-Offend Assessment to identify risk levels of juveniles and also to help with placement of juveniles in specific types of treatment programs to meet their dynamic needs.
- d. **Dynamic Risk Instrument (DRI):**

- i. **RAC PERSONNEL** shall determine the Risk to Re-Offend level of a juvenile, Low, Medium, or High by considering the following 18 factors:
    - (1) Age at first referral from Youthbase Offense History;
    - (2) Referral Count from Youthbase Offense History;
    - (3) Belief in Control over Anti-Social Behavior from Youthbase CAPFA;
    - (4) Manipulation from Youthbase CAPFA;
    - (5) Empathy from Youthbase CAPFA;
    - (6) Respect for Authority Figures from Youthbase CAPFA;
    - (7) Attitude Towards Responsible Law Abiding Figures from Youthbase CAPFA;
    - (8) Level of Conflict Within the Family from Youthbase CAPFA;
    - (9) Attitude Towards Improving Education from Youthbase CAPFA;
    - (10) Interest and Involvement in Structured Community Activities from Youthbase CAPFA;
    - (11) Interest and Involvement in Unstructured Community Activities from Youthbase CAPFA;
    - (12) Juvenile's Attitude Towards Changing Use of Free Time from Youthbase CAPFA;
    - (13) Alcohol Use of Persons with Whom Youth was Raised from Youthbase CAPFA;
    - (14) Drug Use of Persons with Whom Youth was Raised from Youthbase CAPFA;
    - (15) Incarceration History of Persons with Whom Youth was Raised from Youthbase CAPFA;
    - (16) Resistance to Anti-Social Peer Influence from Youthbase CAPFA;
    - (17) Gender from Youthbase Youth Information; and
    - (18) Commitment Offense from Youthbase Offense History.
  - ii. The **ASSIGNED RAC QMHP** shall:
    - (1) Give any information to the School Psychologist that would assist them completing question number five of the School domain (Education Disability);
    - (2) Physical and Dental Exam in accordance with Procedure [3030.07](#) Health Assessment;
    - (3) Mental Health Assessments to include:
      - (a) V-DISC in accordance with Procedure 4200.00 Behavioral Health Screening and Assessment; and
      - (b) Clinical Assessment in accordance with Procedure 4200.00 Behavioral Health Screening and Assessment.
    - (4) Career Assessment and Exploration to include:
      - (a) Educational Assessments;
      - (b) Vocational Assessments and Orientation; and
      - (c) Presidential Physical Fitness Assessment.
- e. **All newly committed, re-awarded, re-committed, or Parole Violator juveniles** who have been committed to ADJC shall have Strategies for Juvenile Supervision (SJS) Assessment completed. The SJS Assessment shall be completed only once for each juvenile. Only **one** answer can be left blank.
  - i. The **RAC YPO III** who is trained and certified in SJS Assessments shall:
    - (1) Conduct SJS Assessments on all committed juveniles entering a secure care facility;
    - (2) Enter, save, and submit the assessment information into Windows Youthbase within 14 days of arrival into RAC Units or Parole Violator Center;
    - (3) Prior to conducting the SJS Assessment, enter, complete, or update information from the juvenile's court packet/master file to include:
      - i. Minute entry and/or Order of Commitment;
      - ii. Most recent disposition report;
      - iii. Psychological information;
      - iv. CPS Reports;
      - v. Police Reports; and
      - vi. Any other pertinent information included in the packet/Field file.

- (4) Ensure that the juvenile Offense History in Windows Youthbase has been entered and/or updated;
- (5) Print out an SJS Blank Assessment on the particular juvenile in which the SJS Assessment is to be completed from Windows Youthbase SJS. This handwritten assessment form shall be used during the interview;
- (6) Review the SJS Assessment Interview Instructions;
- (7) Conduct the SJS Assessment Interview with the juvenile;
- (8) Conduct the interview with suggested questions developed to elicit general information. Head each portion of the General Information Section by one or two open-ended questions which may provide material for rating specific items:
  - i. **General Information:** When conducting the interview, the **YPO III** shall:
    - (a) Use simple and direct language when asking questions of the juvenile;
    - (b) If the juvenile presents additional information requiring follow-up, encourage the juvenile to follow through before going back to the structured sequence of the interview;
    - (c) Choose only **one** alternative for each item;
    - (d) Leave without rating any item if an alternative cannot be chosen.
  - ii. If the suggested questions fail to elicit sufficient information, continue to inquire in a different or more direct manner unless s/he sees the word **STOP**. **STOP** is defined as discontinuing inquiry except to repeat or clarify the question:
    - (a) Questions are included for items A and B. Some B questions are asterisked (\*) as a reminder to specifically inquire about this question;
    - (b) Only one answer can be left blank in the completed SJS Assessment;
    - (c) **Objective History:**
      - i. Obtain this information with direct questions following the General Information Section.
    - (d) **Interview Behavior:**
      - i. Base ratings on the juvenile's behavior during the interview.
    - (5) **Interview Impressions:**
      - i. Rate impressions of the importance of each factor contributing to the juvenile's difficulties. Rate at least one factor as "highly significant" and at least one as "not significant".
    - iii. Conduct the interview with the juvenile one-on-one. Conduct each section in sequential order and with the juvenile present, beginning with:
      - (1) Offense Pattern;
      - (2) School Adjustment;
      - (3) Interpersonal Relationships;
      - (4) Feelings;
      - (5) Family Attitudes;
      - (6) Plans and Problems; and
      - (7) Objective History.
    - iv. Use file review as a reference. If the information given by the juvenile is unclear, use the information from the file review;
    - v. Interview Behavior, the **YPO III** shall interpret juvenile behavior exhibited during the interview and completed after juvenile is dismissed;
    - vi. Interviewer Impressions, the **YPO III** shall provide ratings based on juvenile offenses and completed after juvenile is dismissed:
      - (1) Does the juvenile have this problem?; and
      - (2) How strongly does it relate to the offense behavior?
  - ii. The **YPO III/CLINICAL SPECIALIST** shall:
    - (1) Input the SJS Assessment into Windows Youthbase in accordance with the SJS Instruction Manual for input of a completed SJS Assessment;
    - (2) Input the scores from the written copy of the assessment from Windows Youthbase "Strategies for Juvenile Supervision";

**Procedure No. 4010.02 Juvenile Assessment**  
**Page 5 of 5**

- (3) Print the completed SJS Assessment and Typology Description; and
- (4) Place these in the juvenile Field File.

**Signature Date:**

**Approved by Process Owner:**

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(Signature with Credentials)

**Terry Villars, Classification and Case Management Administrator**

\_\_\_\_\_  
(Printed Name of Signatory)

**Effective Date:**

**Director's Initials**

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